



Comptroller of Public Accounts – Training and Certification Program (TCP)

Certification Testing Application

Exam must be taken within 60 days of enrollment. Exams are nonrefundable and nontransferable.

▶ PERSONAL INFORMATION (PLEASE PRINT IN INK.)

997891		<input type="checkbox"/> Male <input type="checkbox"/> Female
Affiliation Code	Birth Date	Check One
Name:		
Last	First	MI
Address:		
Street	Apt #	
City	State	ZIP
Phone: ()		
Primary	Secondary	
Email:		

▶ EXAM REQUEST (CHECK ONE.)

☐ **CTP** - Certified TX Purchaser

☐ **CTPM** - Certified TX Procurement Manager

☐ **CTCM** - Certified TX Contract Manager

▶ EXAM REQUEST: TEXAS PORTION ONLY (SEE REQUIREMENTS ON RIGHT.)

☐ **CTPT** - Certified TX Purchaser: Texas Portion Only

☐ **CTPMT** - Certified TX Procurement Manager: Texas Portion Only

▶ TESTING LOCATION (CHECK ONE.)

☐ **K-16 Testing Center**

Located at 2901 North I-35, Suite 1.400, Austin, TX 78722. Government issued Photo IDs are required. No appointments are necessary. Testing hours are available online.

☐ **Alternate Testing Site (Outside Austin)**

The K-16 Testing Center approves testing centers hosted by an accredited university or community college. Government issued Photo IDs will be required. Appointments may be required. Please contact your testing center to ensure your exam is ready and for available testing times in your 60-day testing window. Any proctoring fees charged by an alternate testing site are the sole responsibility of the examinee.

▶ EXAM TO BE PROCTORED/SUPERVISED BY:

Name & Title:

School Name:

School Address:

Street

City

State

ZIP

School Phone: ()

Email:

▶ SUBMISSION & CONTACT INFORMATION



Address:
P.O. Box 7700
Austin, TX 78713-7700



Fax:
(512) 475-7933



Website:
www.utk16.org



Phone:
(888) 232-4723
(512) 232-5000

▶ PAYMENT

☐ **I am paying with a Money Order, Check or Credit Card: \$120.00**

(Application must be accompanied by full payment to be considered complete.)

☐ **Money Order**

(Attach. Payable to: The University of Texas at Austin.)

☐ **Check #:**

(Attach. Payable to: The University of Texas at Austin.)

☐ **Credit Card**

☐ VISA ☐ Discover ☐ Mastercard ☐ AMEX

Number

Exp Date

Cardholder Name (Print.)

☐ **I am paying with a Purchase Order: \$130.00**

(Application must be accompanied by a Purchase Order to be considered complete. Vendor: K-16 Education Center, The University of Texas at Austin.)

▶ "TEXAS PORTION ONLY" EXAMS (SEE LIST ON LEFT)

Prior approval required by the TCP. You must have a current equivalent certification from a national purchasing association in order to test for a "Texas Portion Only" exam.

▶ TIME & MATERIALS

A two-hour maximum time limit is allowed for each exam. Students will be provided an answer bubble-in sheet, but are expected to bring their own #2 pencil for marking answers on them. Students are allowed to use a calculator during all exams except the CTCM exam. Students will need to bring their own non-programmable calculator to the Testing Center if they wish to use it during the exam.

▶ EXTENSIONS

A one-time 60-day extension is available for purchase. The extension must be purchased prior to the exam expiration date.

▶ EXAM RESULTS

The K-16 Education Center will mail you a grade report within 10 business days of exam grade posting. The actual exam will be sent to CPA. CPA will notify you via email with the official exam notice and information on how to apply for certification.

▶ TERMS OF AGREEMENT

In submitting this application, I agree to abide by the policies governing the Division of Continuing and Innovative Education's K-16 Education Center and The University of Texas at Austin. I agree not to distribute or release information or compromise the examination materials.

Applicant's Signature

Date